



STATE OF DELAWARE  
THE COURTS OF THE JUSTICES OF THE PEACE  
820 NORTH FRENCH STREET, 11TH FLOOR  
WILMINGTON, DELAWARE 19801

NORMAN A. BARRON  
CHIEF MAGISTRATE

TELEPHONE: (302) 571-2485

POLICY DIRECTIVE 83-077

TO: ALL JUSTICES OF THE PEACE, STATE OF DELAWARE  
ALL CHIEF CLERKS, JUSTICE OF THE PEACE COURTS

FROM: NORMAN A. BARRON  
CHIEF MAGISTRATE

DATE: JUNE 1, 1983

SUBJECT: DAILY CRIMINAL DISPOSITION FORMS

Whereas Justice of the Peace Courts receive numerous telephonic requests from police agencies for information regarding the dispositions of Title 11 criminal cases; and

Whereas effective law enforcement efforts are hampered by incomplete criminal case disposition information:

The following procedure, effective July 1, 1983, is established for all Justice of the Peace Criminal Courts with regard to all Title 11 criminal offenses heard, tried and finally determined in a Justice of the Peace Court whether or not the charge was initiated by a law enforcement officer:

1. A Daily Criminal Disposition Form,<sup>1</sup> (hereinafter referred to as "Form") shall be prepared for each day on which the Court is open;

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<sup>1</sup>See attached copy of said form.

2. The Court Clerk assigned to the front desk shall enter all Title 11 criminal dispositions on the Form during her shift;

3. Dispositions shall include information regarding pleas, verdicts, sentences, nolle prosequis and dismissals;

4. The Court Clerk working the first shift of a new day shall close-out the previous day's Form and will prepare a new Form for the new day when she reports to the Court for her shift;

5. The Court Clerk working the first shift of a new day shall prepare a copy of the previous day's Form for each police agency listed on said Form and will place same in that agency's pick-up mail basket. Additionally, said Clerk shall prepare one copy of each previous day's Form and mail same to the Delaware State Police Headquarters, Attention: S.B.I., Route 13, Dover, Delaware 19903;

6. All Title 11 criminal cases disposed of during the course of a Court day (0001 to 2400 hours) are to be entered on one Form;

7. The Court's copy of the Form shall be retained for a period of 30 days; and

8. Anyone may have access to the retained Forms upon request.

Thank you for your assistance in implementing this policy which will have the effect of enhancing the availability of up-to-date dispositional information regarding Justice of the Peace Court Title 11 criminal cases.

NAB:ch

Attachment

cc: Honorable Daniel L. Herrmann  
All Chiefs of Police, State of Delaware  
Sgt. Lauson, SBI  
John Fisher  
Art Carello  
File

JUSTICE OF THE PEACE COURT NO.

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POLICY DIRECTIVE 83-077 (SUPPLEMENT)

TO: ALL JUSTICES OF THE PEACE, STATE OF DELAWARE  
ALL CHIEF CLERKS, JUSTICE OF THE PEACE COURTS

FROM: NORMAN A. BARRON  
CHIEF MAGISTRATE

DATE: JUNE 23, 1983

SUBJECT: DAILY CRIMINAL DISPOSITION FORMS

This Directive supplements Policy Directive 83-077, dated June 1, 1983.

The Daily Criminal Disposition Form which was attached to Policy Directive 83-077 did not contain a space for the inclusion of the actual charge. Therefore, a revision to the form has been made.<sup>1</sup> A copy of the revised Daily Criminal Disposition Form is attached hereto. Following said attachment is an example of said form after having been filled in with 7 typical case dispositions. As can be seen, two of the cases were brought by citizen complainants.

Note that with the revised form, there is no space for incarceration. There simply was not any available space for its inclusion. Court costs and the VCF assessments need not be included since they can be ascertained without need for inclusion on the

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<sup>1</sup>The form which accompanied Policy Directive 83-077, dated June 1, 1983 may be discarded.

form. Court costs will always be \$8.50 per charge, while the VCF assessment will always be 15% of the amount of the fine.

Note further that the procedures for completing said forms are still as stated in Policy Directive 83-077, dated June 1, 1983. Finally, note that only those Title 11 criminal cases which were finally disposed of in a Justice of the Peace Court need be included on said form. Cases which are transferred to other courts for final action need not be included.

As with Policy Directive 83-077, dated June 1, 1983, this Supplement becomes effective on July 1, 1983.

NAB:cw

Attachments

cc: Hon. Daniel L. Herrmann  
All Chiefs of Police, State of Delaware  
Sgt. Lauson, SBI  
John Fisher  
Art Carello  
File

RE: July 7, 1983

[illegible]

Doc. No. 02-17-R2-06-11

PENDANT CASE NO.

ARREST INFORMATION  
COMPLAINT NO. OFFICER

DEPT.

CHARGE

PLEA

VERDICT

FINE

DISMISSAL

NOLLE PROSECUTIO